

# **Vendor Edit Table**

## *Data Dictionary*

### MAINT-CODE

Single digit code that is used to specify the type maintenance to be done on a table record. Valid values (vary depending on table) are:

- A = Add;
- C = Change;
- D = Delete;
- P = Print;
- G = Generate;
- S = Print specified FFY;
- X = Delete specified FFY; and
- PF10 Key = Delete a maintenance record from the online file.

### VEND-ID

Code that uniquely identifies the vendor and related information. Currently used in the Check, CK shadow, Document, DF Shadow, Warrant Write, WWP, Error, Grant Project, GP Shadow, History, IN, IT, Project Control, PC Maintenance, Reportable Payment, RPP, Vendor Edit, VE Maintenance, Vendor Payment, VP Shadow and VPP Files.

### VEND-ID-SFX

Code that can identify the different address of the vendor. Currently used in the Check, CK shadow, Document, DF Shadow, Warrant Write, WWP, Error, Grant Project, GP Shadow, History, IN, IT, Project Control, PC Maintenance, Reportable Payment, RPP, Vendor Edit, VE Maintenance, Vendor Payment, VP Shadow and VPP Files.

### ACT-INACT-IND

This identifies a record (usually a table) as being available, temporarily available or not available for use in an accounting transaction. The valid values are:

- 0 for available;
- 1 for temporarily inactive; and
- 2 for permanently inactive.

When set to temporarily inactive a modifier must be included in the transaction in order for it to post. When set to permanently inactive the transaction will not be allowed to post. Currently used in the Appropriation Symbol, Index Code, Program Cost Account, Project Control, Transaction Decision Code, and Vendor Edit Tables and their related maintenance records.

### VEND-NAME

Name of the vendor. Currently used in the Vendor Edit, VE Maintenance, Check, Check Shadow, Document, DF Shadow, Reportable Payment, RPP, Vendor Payment, VP Shadow, Warrant Write, WWP, Error, History, IN, IT and Year End Adjusting Files.

### VEND-ADDR1

First of three lines available for the vendors address. Currently used in the IN, Vendor Edit, VE Maintenance, Error, History, IT, Year End Adjusting, Warrant Write and WWP Files.

### VEND-ADDR2

Second of three lines available for the vendors address. Currently used in the IN, Vendor Edit, VE Maintenance, Error, History, IT, Year End Adjusting, Warrant Write and WWP Files.

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### **VEND-ADDR3**

Third of three lines available for the vendors address. Currently used in the IN, Vendor Edit, VE Maintenance, Error, History, IT, Year End Adjusting, Warrant Write and WWP Files.

### **VEND-CITY**

City in which vendor is located. Currently used in the Reportable Payment, RPP, Vendor Edit, VE Maintenance, Warrant Write, WWP, Error, History, IN, IT, and Year End Adjusting Files.

### **VEND-STATE**

Identifies the state the vendor resides in. Currently used in the the Reportable payment, RPP, Vendor Edit, VE Maintenance, Warrant Write, WWP, Error, History, IN, IT and Year End Adjusting Files.

### **VEND-ZIP**

Identifies the zip code for the vendor address. Currently used in the Vendor Edit, VE Maintenance, IT, IN, Error, History Year End Adjusting, Warrant Write, WWP. Reportable Payment and RPP Files.

### **VEND-FCNTRY**

Foreign Country in which vendor is located. Currently used in the Reportable Payment, RPP, Vendor Edit, VE Maintenance, Warrant Write, WWP, Error, History, IN, IT, and Year End Adjusting Files.

### **CONTACT-NAME**

Name of a contact person for the Vendor. Currently used in the Vendor Edit Table and its maintenance record.

### **VEND-PHONE-NBR**

Telephone number for contacting the vendor. Currently used in the Vendor Edit and VE Maintenance Files.

### **VEND-ADDR-LINE-NBR-IND**

Specifies which address line is the actual street or PO Box address to use for reporting to the IRS. Currently used in the Warrant Write, WWP, Vendor Edit and VE Maintenance Files.

### **VEND-NAME-CNTL**

First four letters of the last name that is required for 1099 reporting to IRS and FTB. Currently used in the Vendor Edit and VE Maintenance Files.

### **VEND-SORT-SEQ**

Contains the name by which the vendor record is to be sorted for display on an alphabetical listing of the Vendor Edit Table the X01 Report. Currently used in the Vendor Edit Table and its maintenance record.

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### VEND-TYPE

Code to classify the vendor. Valid values are:

C = Corporation

I = Individual

P = Partnership

E = Estate or Trust

1 = Employee

2 = Federal Agency

3 = State Agency

4 = Local Government

5 = Other Governmental entities

Currently used in the Reportable Payment, RPP, Vendor Edit, VE Maintenance, Vendor Payment, VP Shadow, VPP, Warrant Write and WWP Fields.

### ORIG-VEND-TYPE

Specifies the original vendor type in the Vendor Edit Table record prior to the conversion of all records in November 1992. Currently in the Vendor Edit File.

### FEIN-SSN-TYPE-IND

Specifies if the value in the FEIN-SSN-NBR field is in the format of and Federal Employee Identification Number (XX-XXXXXXX) or Social Security Number (XXX-XX-XXXX). Currently used in the Vendor Edit Table and its maintenance record.

### FEIN-SSN-NBR

Federal employee identification number (for partnerships, corporations and others entities that are not individuals) or Social Security number (for individuals). Currently used in the Vendor Edit Table, Vendor Edit Maintenance, Warrant Write, WWP, Reportable Payment and RPP Files.

### FED-WITHHOLD-TYPE-IND

Specifies if the vendor is subject to federal back up withholding. Valid values for this field are: Y = Yes or N = No. Currently used in the Vendor Edit Table and its maintenance record.

### CALIF-RESID-IND

Specifies if the vendor/business is a California resident or not. Values are Y = Yes or N = No. This is required when the Vendor Type is C, I, P or E. Currently used in the Vendor Edit Table and its maintenance record.

### STATE-WITHHOLD-TYPE-IND

Specifies if California Income Tax is to be withheld from payments to the vendor or not. Valid values are:

0 = No withholding required

1 = Withholding required

Currently used in the Vendor Edit and VE Maintenance Files.

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#### MINOR-BUS-IND

Specifies if the vendor is a minority business as defined by Department of General Services. This is an unedited field, however it is suggested that the DGS ethnic codes be used. They are listed below with the ethnic group specified in the first column, the code for male owned business in the second column, and the code for female owned business in the third column.

| Ethnic group                      | Male | Female |
|-----------------------------------|------|--------|
| Black Americans                   | 1    | A      |
| Asian-Pacific Americans           | 2    | B      |
| Hispanic Americans                | 4    | D      |
| Pacific Islanders                 | 6    | F      |
| American Indians, Alaskan Natives | 7    | G      |
| Filipino Americans                | 8    | H      |
| Asian-Indian Americans            | 9    | I      |
| Caucasian/White                   | 5    | E      |

Currently used in the Vendor Edit Table and its Maintenance record.

#### SMALL-BUS-IND

Specifies if the vendor qualifies as a small business or not. Any value will be accepted. Suggested values are:

Y = Yes

N = No

Q = Qualified

S = Small

Currently used in the Vendor Edit and VE Maintenance Files.

#### PURGE-IND

Specifies when the Vendor Edit Table record will be purged in the system automatic purge process that occurs each December after the IRS 1099 File is prepared. The valid values are:

1 = Purge with next cycle

2 = Purge if last used date is more than 1 year earlier

3 = Purge if last used date is more than 2 years earlier

4 = Purge if last used date is more than 3 years earlier

9 = Do not purge

Currently used in the Vendor Edit and VE Maintenance Files.

#### CREATE-DATE8

Date a record was established. In MMDDYYYY format. Currently used in the General Ledger File, Operating File, OS file/record, Subsidiary File, Cash Control File, Cash Control Shadow File, Document File, Allotment File, Warrant Write File and the WWP record.

#### LAST-UPDT-DATE8

Most recent date that the record had a transaction posted to it. This can be either an accounting transaction for financial files or Table Maintenance transaction for Tables. Date is in MMDDYYYY format. Currently used in the General Ledger, Operating, Subsidiary, Allotment, AL Shadow, Appropriation, AP Shadow, Document, DF Shadow, PTM, ALR, APR, DFR, GLR, GPR, OPR, SFR, Employee Master, Labor Control, Appropriation Symbol, Cost Allocation, Descriptor, Index Code, Organization Control, Program Cost Account, Project Control, PT, Transaction Decision Code, Timesheet, Grant Project, GP Shadow, Cash Control, CC Shadow, Vendor Edit, RRC, Year End Adjusting, GLP, OPP, SFP, Vendor Payment, VP Shadow, VPP, Reportable Payment, and RPP Files.

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LAST-USE-DATE8

Most recent or last date the Vendor Number was used in an accounting transaction. This field is used to assist in the automatic purge of Vendor Edit Table records. Currently used in the Vendor Edit Table.